



# City of Pflugerville

## Minutes - Final

### Equity Commission

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Monday, May 24, 2021

6:30 PM

1008 W. Pfluger Street, Pflugerville, TX

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#### Regular Meeting (Telephone/Video Conference)

**NOTICE IS HEREBY GIVEN** in accordance with order of the Office of the Governor issued

**March 16, 2020**, the Equity Commission will conduct this Meeting by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings to slow

the spread of the COVID-19. There will be no public access to the location described above.

This Meeting Agenda, and the Agenda Packet, are posted online at <https://pflugerville.legistar.com>

This telephonic/video meeting will be hosted through WebEx. Meeting Public

URL: [https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?](https://pflugervilletx.webex.com/pflugervilletx/onstage/g.php?MTID=ea8bc2688932d1c7279c3d67ce94de713)

MTID=ea8bc2688932d1c7279c3d67ce94de713

Meeting Number / Code: 187 594 2334

Dial-in Number: +1-408-418-9388 (US toll)

Citizens Communication will only be allowed via telephone/video conference. All speakers

must register to speak at least 2 hours in advance of the meeting. All comments will occur at

the beginning of the meeting under the Citizens Communication item. Speakers must call in at

least 15 minutes prior to the meeting start in order to speak. Written comments may also be

submitted 2 hours in advance of the meeting.

To register to speak or to submit written comments, please email

[JenniferC@pflugervilletx.gov](mailto:JenniferC@pflugervilletx.gov) at least 2 hours in advance of the meeting. A recording of the

telephone/video meeting will be made, and will be available to the public upon written request.

**Equity Commission Members:****James Matlock - Chair****Shawn Douglas - Vice-Chair****Autumn Arnett - Secretary****Donald Scott II****Amy Hart****Elizabeth Guillory-Medina****Daisy Delgado Castillo****1. Call to Order**

**Present:** James Matlock, Chair; Shawn Douglas, Vice-Chair; Autumn Arnett, Secretary; Donald Scott, II

Daisy Castillo joined at 6:41 p.m.

**Staff:** Jennifer Griswold, Library Director; Sereniah Breland, City Manager, Trey Fletcher, Deputy City Manager

**Absent:** Amy Hart; Elizabeth Guillory Medina

**2. Citizen Communication**

In accordance with the Texas Attorney General's Opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Equity Commission.

No formal action, discussion, deliberation, or comment will be made.

None

**3. Approval of Minutes**

[2021-0531](#)

Approval of the April 26, 2021 minutes (approx. 5 min.)

**Jennifer Griswold, Library Director**

Secretary Arnett moved to accept the minutes as written, Vice-Chair Douglas seconded. Motion passed.

**4. Discuss and Consider Action**

**4A.** [2021-0532](#)

Procedure Work

Commission work on procedures to include identification and responsibility for pillars, and additional goals.

**James Matlock, Chair**

This discussion was covered in item 2021-0533

**4B.** [2021-0533](#)

Equity Commission Charter

Discuss and consider action on Equity Commission Charter.

**James Matlock, Chair**

Chair Matlock shared the draft Charter with the group and read the draft Authority portion of the document as follows:

- Create focused recommendations specific to Pflugerville related to equity and empowerment issues.
  - Actively promote community awareness and education on the value of diversity.
  - Promote equity based on economic status, race, color, religion, gender, national origin, ancestry, marital status, lawful source of income, physical or mental disability, familial status, sexual orientation, and gender identity.
  - Develop recommendations for actions to strengthen policies, practices, services, and programs.
  - Create a culture and framework of community equity, diversity and inclusion awareness efforts, programs and activities that are available and accessible to all community members.
- (Ord. 1450-20-07-14, passed 7-14-20)

He thanked Deputy City Manager Fletcher for his input on the document.

Chair Matlock then read the Mission and Vision Statements of the Charter which read as follows:

- The mission statement of the Equity Commission of Pflugerville is to leverage data to make ongoing recommendations and monitor city leadership on policies, systems, programs, and initiatives that identify and eliminate racism, bias, and discrimination and to measure, promote and increase diversity, equity, and inclusion.
- Our vision is to create, develop and nurture a community that is inclusive and where everyone can reach their full potential.

Chair Matlock read the membership obligations and meeting requirements of the Commission based on City Ordinances and duties of Commissions.

Those items were as follows:

"The Commission shall be composed of seven members to serve two-year terms. All Commission members shall be appointed by the City Council and shall serve without compensation.

Number of Positions: 7

Term Length: 2 years

Residency Requirements: 12 months

#### **ORGANIZATION**

- The Commission shall elect from its members, at the first meeting of the Commission held on or after January 1 of each year, a chairman and a vice-chair, and may elect a secretary. Such officers shall hold office for terms of one year, or until their successors take office.

#### **COMMISSION MEETINGS**

- The Commission shall hold at least one regular meeting each quarter and shall fix regular meeting dates at a regular meeting place. Special meetings may be called as necessary. Most of the Commission members serving shall

constitute a quorum to do business.

- All meetings shall be held in accordance with the Texas Open Meeting Act (TEX. GOV'T CODE, §§551.001 et seq.), as it now exists, or as same may hereafter be amended or codified, to the extent of its applicability to the Commission.

- Every regular or special meeting of the Commission shall be open to the public, except as may be authorized by the Texas Open Meetings Act. (Ord. 1450-20-07-14, passed 7-14-20)

#### **DISMISSAL FROM COMMISSION**

- Commission members shall actively participate in the Commission's activities, and any member who is absent for three consecutive regular meetings of the Commission without valid excuse, as determined by the Commission, or moves one's residence outside the city limits, shall automatically be dismissed from membership.
- No member of the Commission shall remain in his/her position after being elected or appointed to city, county or state board or office.
- (Ord. 1450-20-07-14, passed 7-14-20)

#### **DUTIES OF THE COMMISSION**

- The Commission shall provide an annual report to the City Council by January 31st of each year and may be required to provide additional reports upon request of the City Council.
- The Commission shall provide upon request of the City Council coordination, collaboration, innovation and focus to development effective solutions to address equity

Chair Matlock went on to read the Rules of Engagement for the Commission.

- Be respectful
- Do not interrupt other while they are speaking
- Be present in meetings
- Timely
- Lead with respect. Listen. Share your opinion with tact
- Be honest and straightforward with each other
- Assume each other's good will
- Be fully present at meetings. Be on camera and audio, if possible, to facilitate ease of understanding and getting to know each other.
- Be courteous and respectful when others are speaking. Be mindful that someone may not be comfortable giving their input at the time as they are carefully formulating their thoughts- that's okay Someone shouldn't feel pressured to speak
- Be on time to meetings; we know life happens but please communicate an absence or late participation as soon as you are able
- Give timelines by when a project or task should be completed

Chair Matlock reminded the Commission of the Core Values that were approved by the Commission or were identified by the City Council. Chair Matlock asked if there were any discussion, additions, or retractions.

Vice-Chair Douglas stated that he thought the Commission had already voted on the Core Values. Chair Matlock said he thought they had, but wanted to make sure he wasn't making any assumptions.

Chair Matlock asked Ms. Griswold to verify that the Core Values had been voted on and approved by the Commission. Ms. Griswold said they were according to the April 26th, meeting minutes.

The Core Values are:

- Transparency
- Accountability
- Equity
- Community
- Justice

Chair Matlock brought the Pillars to the attention of the Commission. He stated that he took the opportunity to define the Pillars and was seeking Commission input and would like to increase conversation on this topic.

The Pillars were:

- Social Justice,
- Education,
- Health/Wellness,
- Economic Equity
- Governmental Oversight  
(Public safety)

Chair Matlock added:

Identification of leads for the pillars of

- Social Justice, equal economic, political and social rights and opportunities

Chair Matlock asked if anyone had anything they would like to add or any additional insight into this pillar. Vice-Chair Douglas asked that they include the term “privileges.” Chair Matlock added the term to the definition.

Vice-Chair Douglas asked if they should have the “where” defined within society or Pflugerville. He asked if they felt it was a given for all pillars. He noted that some of the other pillars included “within the City of Pflugerville” and suggested that they be uniform.

Chair Matlock stated that it was his understanding that the Commission’s scope was within the city limits and annexed areas. He asked for clarification from City Manager Breland. She clarified that it was within the city limits.

Vice-Chair Douglas stated his intent was not to change that, just to have uniformity throughout. Chair Matlock asked the Commission if they felt they should keep it throughout all pillars or remove it. Secretary Arnett said she felt it could be removed since the Commission was a Pflugerville entity. Chair Matlock agreed.

- Education, involvement in the elementary, middle and high school educational systems within the City of Pflugerville

Chair Matlock stated he did not make a purposeful distinction between PfISD or Charter Schools, because the Commission would always participate in a partnership role. The Commission does not have any authority over the schools.

Vice-Chair Douglas stated that he was concerned it was too narrow and they may want to include other types education. He wondered if they were assuring that those educational opportunities were equitable.

Chair Matlock asked for clarification if he meant adult education, or social education, or education in general.

Vice-Chair Douglas stated that for example, if there were an organization that wanted to spread information about health and wellness, or financial opportunities, into minority communities, that the Commission would still want the opportunity to partner. He asked if they couldn't broaden the pillar.

Secretary Arnett stated that she liked the broadened definition. She stated that she had initially thought of early childhood education but that she was someone who needed to know how they could make an impact, and given that the Commission does not have oversight of the school district, how do they measure outcomes. She further said she liked the wording to talk about a more educated citizenry.

Vice-Chair Douglas agreed that the way the definition was written before made it look like the Commission had some authority over PfISD.

Secretary Arnett suggest changing the definition to "partnership to create a more educated citizenry."

- Health/Wellness, a holistic integration of physical, mental and spiritual well-being

Chair Matlock asked for feedback on this definition. Vice-Chair Douglas suggested they be uniform in this definition by adding action words. Chair Matlock asked for clarification. Vice-Chair Douglas suggested they add "promoting" to the definition.

Secretary Arnett suggested adding the term pursuing to the Social Justice definition. Chair Matlock said he liked the term because it illustrates that this is a journey and unfortunately, they must remind themselves that this is a journey. Chair Matlock added the word promoting to the Health/Wellness definition.

Secretary Arnett stated she like the term promoting. Vice-Chair Douglas stated that they should add something about access to people, goods and services and cited the Community Action Network (CAN ). Chair Matlock suggested "Promoting equal access to a holistic integration of physical, mental and spiritual well-being."

Vice-Chair Douglas said he would like to add something about goods and services. He suggested "Promoting a holistic integration of physical, mental and spiritual well-being and equal access to services." Chair Matlock made the changes and asked if anyone else had additions or changes they wanted to make. Hearing none he moved on to the next pillar.

- Economic Equity, the fair distribution of income and economic opportunities to individuals and businesses

Chair Matlock suggested adding a term such as championing or lobbying and asked for suggestions. Ms. Griswold suggested advocate. Chair Matlock added it to the definition and asked if there were any more additions. Hearing none he moved on.

- Governmental Oversight, the review, monitoring and supervision of the City of Pflugerville recommendations for City Council action (Public safety)

Chair Matlock asked for suggestions. Vice-Chair Douglas pointed out that using the verb forms of review, monitor, and supervise would make the definition uniform with the others. Chair Matlock stated he was not sure they were supervising city recommendations.

Vice-Chair Douglas suggested review, monitor, and create recommendations. Chair Matlock made the change. Vice-Chair Douglas suggested adding what they are reviewing, monitoring, and creating. Chair Matlock agreed. Vice-Chair Douglas suggested, “review and monitor policy, and create focused recommendations for City Council or review and monitor policy and create recommendations for City Council”.

Secretary Arnett suggested that they add practices. She further stated she was not sure why public safety was at the end of the definition. Chair Matlock said it was an add on by Ms. Hart.

Chair Matlock said unless there were any more changes, he would like to bring the definitions to a vote. He suggested they bring everything to a vote at the end of the session.

Chair Matlock said he had a conversation with the Vice-Chair and one of the determinations was to have the pillars associated with a goal so that anyone working on a pillar understands what the established goals are. With that understanding there would be some goals that overlap.

#### **YEAR ONE GOALS**

- Establish what resources are needed for the Commission to underscore the city’s commitment to equity.
- Collect data about city’s hiring policies and staff demographics, as well as the impact of certain policies on different demographic groups
- Create pipelines and adhere to diversity metrics for any city / community positions, opportunities, etc.
- Develop and implement a system to review policy proposals before they are introduced, and to provide feedback that ensures they are equitable and inclusive before the council convenes to vote.
- Add the concept of equity to every consideration and decision being made.
- Continue investing time and money into introducing city planning to the many different communities that make up Pflugerville.

Chair Matlock stated that although the goals have been voted on, that did not mean they could not make changes and vote on them. He asked the Commission to be mindful that they are almost halfway through the year and he wanted to make sure they are mindful that there is still a lot of work to do. He added that because of the city edict, they needed to add under year one goals, creating a year-end report. He asked if anyone had an issue with adding

the goal. Vice-Chair Douglas said he felt they needed to add it.

Chair Matlock said he was going to skip ahead to year three goals. He stated that they had already voted on stakeholders.

Stakeholders as approved:

- Residents of Pflugerville
- City staff
- Elected officials
- Mayor, City Manager
- City Council
- All City Departments
- Pflugerville Chamber of commerce
- PISD
- Travis County
- Urban League
- NAACP
- Hispanic Chamber of Commerce
- Black Chamber of Commerce
- Asian Chamber of Commerce
- Coalition of Texas with Disabilities
- Austin LGBT Chamber of Commerce
- Business Development including PCDC and The Chamber
- School district
- Public safety
- Health organizations
- Any demographic specific Pf community organizations.

Chair Matlock moved on to accountability.

**4C.**    [2021-0534](#)

Authority and Accountability

Authority and overall accountability of equity initiatives, identification of responsible parties, process, and execution.

**James Matlock, Chair**

A motion was made that this Agenda Item be Approved . The motion carried by the following vote.

**5.     Adjourn**

Respectfully submitted,

Jennifer Griswold  
Library Director

Approved as submitted on June 14, 2021